

RADIATION ONCOLOGY CONTINUING PROFESSIONAL DEVELOPMENT HANDBOOK 2019-2021

FACULTY OF RADIATION ONCOLOGY



THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF RADIOLOGISTS®

Continuing Professional Development (CPD) Handbook

Radiation Oncology

2019 – 2021 Triennium

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About the College

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit association of members who deliver skills, knowledge, insight, time and commitments to promote the science and practice of the medical specialties of clinical radiology (diagnostic and interventional) and radiation oncology in Australia and New Zealand.

The Faculty of Radiation Oncology, RANZCR, is the peak bi-national body advancing patient care and the specialty of radiation oncology through setting of quality standards, producing excellent radiation oncology specialists, and driving research, innovation and collaboration in the treatment of cancer.

Our Vision

RANZCR as the peak group driving best practice in clinical radiology and radiation oncology for the benefit of our patients.

Our Mission

To drive the appropriate, proper and safe use of radiological and radiation oncological medical services for optimum health outcomes by leading, training and sustaining our professionals.

Our Values

Commitment to Best Practice

Exemplified through an evidence-based culture, a focus on patient outcomes and equity of access to high quality care; an attitude of compassion and empathy.

Acting with Integrity

Exemplified through an ethical approach: doing what is right, not what is expedient; a forward thinking and collaborative attitude and patient-centric focus.

Accountability

Exemplified through strong leadership that is accountable to members; patient engagement at professional and organisational levels.

1. INTRODUCTION

1.1 2019-2021 CPD Program

The aim of the RANZCR Continuing Professional Development (CPD) Program is to assist participants to structure their ongoing learning in order to maintain currency in knowledge, skills and practice not only in their chosen specialty of radiation oncology, but also in more generic areas associated with the practice of medicine.

The 2019-2021 triennium recognises a broad range of activities eligible for CPD points. These activities are grouped into seven categories:

1. Professional and Clinical Governance
2. Teaching, Training and Supervision
3. Self Directed Learning
4. Research
5. Publications and Presentations
6. Attendance at Conferences and Meetings
7. Maintenance of Professional Standards

1.2 CanMEDS

CanMEDS¹ is a framework for improving patient care by enhancing physician training. It was developed by the Royal College of Physicians in Canada to outline competencies for well-rounded medical practice and subsequently inform medical education and practice. It is recognized internationally as a best practice model for ongoing medical education.

The 2019-2021 RANZCR triennium has been broadly aligned to each of the CanMEDS capabilities outlined in Figure 1, whilst acknowledging the interdependency of the capabilities.

The CPD Category mapping to CanMEDS can be found in CPD Program Overview section of this document and in the Help section of CPD online (RANZCR Learning Portal).

The roles have been depicted by the College in the Learning and Development Framework diagram (based on the CanMEDS model).

Figure 1 CanMEDS Framework



CanMEDS Framework²

¹ Frank JR, Snell L, Sherbino J, (Eds). CanMEDS 2015 Physician Competency Framework. Ottawa: Royal College of Physicians and Surgeons of Canada; 2015.

² Adapted from the CanMEDS Physician Competency Diagram with permission of the Royal College of Physicians and Surgeons of Canada. Copyright © 2009

1.3 RANZCR Principles of CPD

In addition to aligning the CanMeds roles for well-rounded medical education and practice to the categories of the RANZCR CPD program, the RANZCR CPD program is based on the following principles:

- CPD provides a framework for directing and framing lifelong learning to uphold professional standards in Australia, New Zealand and Singapore.
- CPD encourages quality medical practice for improved patient healthcare and ultimately for a healthier society.
- The CPD program encourages participants to have a CPD plan for the triennium and to develop and reflect on current trends in the radiation oncology field.
- The CPD program is not a provider of education but provides a framework for directing education provided by others and to guide self-directed learning.
- The College supports the principle of lifelong learning and self-development.
- The CPD program provides a pathway to record, demonstrate and substantiate ongoing learning.

1.4 Background

Changes to the 2019-2021 CPD Program

The Medical Board of Australia (MBA) has announced reforms to the regulatory requirements for registration in Australia, scheduled to commence in approximately 2021. Exact details of the implementation have yet to be announced, however the RANZCR Faculty of Radiation Oncology is proceeding with a new triennium, whilst progressively introducing characteristics of the new requirements that familiarise members with the reform before they become compulsory. These reforms will see the introduction of a range of evidenced-based approaches to assure safe and high-quality patient care ³. There are three (3) main components to the changes, outlined in Figure 2 and Tables 1-3.

Figure 2 Core elements of the MBA Reform



³ Medical Board of Australia. Expert Advisory Group on revalidation Final report. August 2017.

Table 1: Professional Development

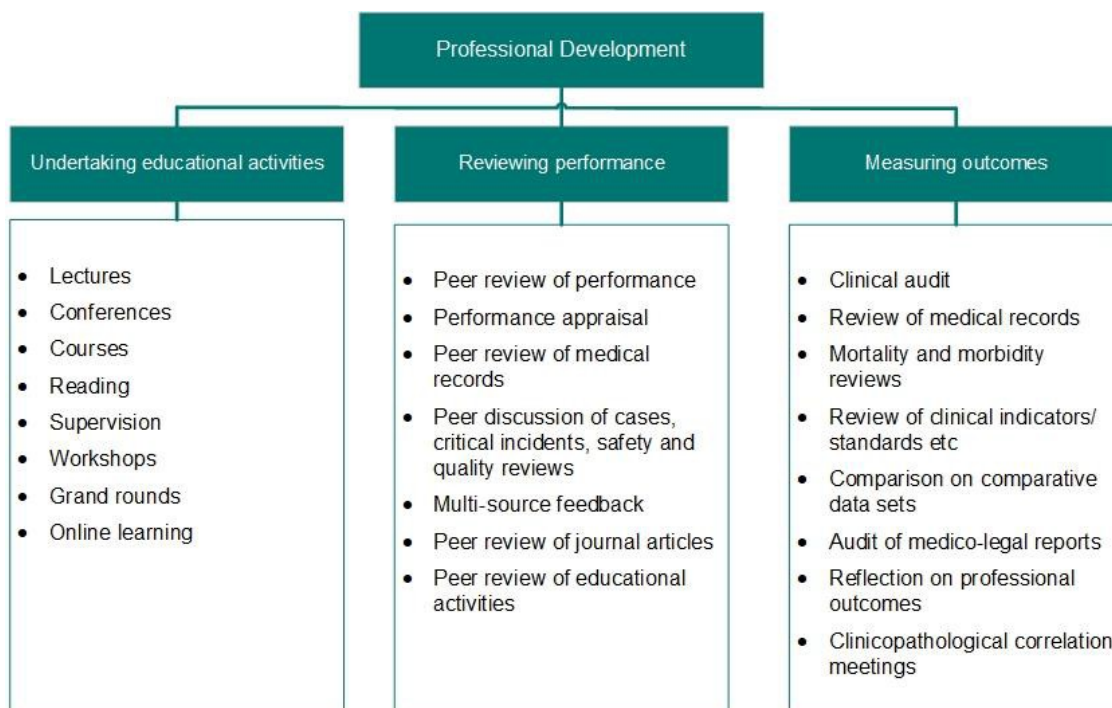


- Under the future requirements all doctors must ⁴;
- Nominate a CPD home and participate in an accredited CPD program.
 - Complete a minimum of 50 hours of CPD per year
 - *at least 25% of the minimum (12.5 hours) on educational activities;*
 - *at least 25% of the minimum (12.5 hours) on reviewing performance;*
 - *at least 25% of the minimum (12.5 hours) on measuring outcomes; and*
 - *the remaining 25% can be distributed across any types of CPD.*
 - All CPD must be relevant to the doctor's scope of practice and based on a personal Professional Development Plan (PDP) each year

CPD Activities in the Three Future Categories

Figure 3 below show examples of CPD activities in each of the three required future categories of *educational activities*, *reviewing performance* and *measuring outcomes*. These activities are examples only and are not intended to be an exhaustive list.

Figure 3 The three future categories of professional development ⁴



⁴ Medical Board of Australia. Expert Advisory Group on revalidation Final report. August 2017.

Table 2: Wellbeing



Under the future requirements the MBA will introduce a program to more readily support the wellbeing of doctors and transform the culture of the profession. Aspects of the program will include health checks and a contemporary Code of Conduct and registration standards⁵. [3]

Table 3: Remediation



The MBA is looking at ways to identify practitioners at risk of poor performance. Characteristics that are likely to be considered include previous complaints, age and practice environments that could lead to professional isolation:

- **Older Practitioners - Doctors providing clinical care will be required to have peer review and health checks at the age of 70 and every 3 years thereafter.**
- **Professionally isolated practitioners** – the MBA will provide guidelines on identifying professional isolation and manage this with increased peer-review
- Doctors with three or more substantiated **complaints** that have an impact on patient safety over a five-year period will be required to participate in formal peer review and performance management. [3]

For more information on the future registration requirements for doctors in Australia please see the RANZCR website www.ranzcr.com.

Introduction of the Reforms

During the 2019-2021 Triennium, the Faculty of Radiation Oncology has planned to introduce some of the characteristics of the new requirements to familiarise members with the reforms, before they become compulsory.

Key changes to the 2019-2021 CPD program include;

- Increasing CPD points requirement to a minimum of 50 points per year
- Requirement to complete one *Reviewing Performance* activity per Triennium e.g. Peer Review (See *Future MBA Category* column in the table in *Section 3 Continuing Professional Development Overview*)
- Requirement to complete one *Measuring Outcomes* activity per Triennium e.g. Clinical Audit (See the *Future MBA Category* column in the table in *Section 3 Continuing Professional Development Overview*)

A complete outline of the 2019-2021 Triennium program compliance requirements is available in Section 2 Continuing Professional Development Requirements. Section 3 Continuing Professional Development Program Overview includes a mapping of the 2019-2021 Triennium categories to the future MBA categories to assist members to meet the new requirements for reviewing performance and measuring outcomes activities in the 2019-2021 Triennium and prepare for all the requirements of the reforms likely commencing in 2022.

⁵ Medical Board of Australia. Expert Advisory Group on revalidation Final report. August 2017.

1.5 Mandatory Participation in the CPD Program

Compliance with Continuing Professional Development (CPD) is mandated by The Royal Australian and New Zealand College of Radiologists (RANZCR), and is a requirement for specialist registration with the Medical Board of Australia and the Medical Council of New Zealand. As specified in the RANZCR Articles of Association in Section 3.1.7, Fellows and Educational Affiliates must participate in and meet the minimum requirements of a relevant CPD program specified by the Board from time to time.

This means that all Fellows and Educational Affiliates who are in active practice are required to participate in the RANZCR CPD program and to comply with the annual and triennium CPD requirements.

Should a Fellow or Educational Affiliate fail to demonstrate compliance with the RANZCR minimum CPD requirements in any individual year, or the triennium and has not demonstrated compliance by 1 July in the following year, the College will commence action including substantiation from the non-compliant member.

For further information, please refer to the CPD Compliance Policy available on the RANZCR website at: <https://www.ranzcr.com/documents/3696-ranzcr-cpd-compliance-policy/file>.

1.6 RANZCR Membership and Eligibility to Participate in the CPD Program

All Fellows, Educational Affiliates and CPD Participants are eligible to participate in the RANZCR CPD program provided they are an active, financial member of the College. For anyone who would like to apply to join the CPD program, further information and requirements for membership can be found on the RANZCR website at:

<https://www.ranzcr.com/trainees/clinical-radiology/becoming-a-fellow>
<https://www.ranzcr.com/trainees/rad-onc/becoming-a-fellow>

1.7 Australian Health Practitioner Regulation Agency (AHPRA)

The Australian Health Practitioner Regulation Agency (AHPRA) requires that all registered medical practitioners participate in CPD that is relevant to their scope of practice in order to enhance their knowledge, skills and performance to ensure that they deliver high quality and safe care. When renewing their registration all medical practitioners must make a declaration that they have participated in CPD, and met the CPD Registration Standard. Further details can be found in the CPD Registration Standard on the AHPRA website at: <http://www.medicalboard.gov.au/Registration-Standards.aspx>

CPD participants registered to practice in Australia should also note that AHPRA has commenced randomly auditing medical practitioners to determine whether they are meeting the CPD Registration Standard. Further information about the AHPRA audit can be found at: <http://www.medicalboard.gov.au/Registration/Audit.aspx>. If requested, members must provide evidence of the CPD activities undertaken to meet the requirements of the Board's CPD Registration Standard.

1.8 Medical Council of New Zealand (MCNZ) CPD Requirements

The Medical Council of New Zealand (MCNZ) requires that all New Zealand Fellows, Educational Affiliates and CPD Participants meet the requirements of an approved CPD program, which includes recertification, to receive an annual practicing certificate. The requirements of the MCNZ include:

- A minimum of one Audit each year
- A minimum of 10 hours of Peer Review activity each year
- A minimum of 20 hours of Educational Activities each year

All New Zealand (RANZCR) Fellows, Educational Affiliates and CPD Participants will be required to meet the MCNZ requirements for audit, peer review and educational activities, and record all activities in their annual CPD submission.

Members registered to practice in New Zealand should also note that the Medical Council of New Zealand conducts an annual random audit of 15% of medical practitioners each year. Further details can be found on the Medical Council of New Zealand website at: <https://www.mcnz.org.nz/maintain-registration/recertification-and-professional-development/>

1.9 Annual CPD Random Audit

Each year an audit of CPD compliance will be completed on a random sample of members. The sample size will be 7% of the total membership. Members selected for an audit will be contacted by RANZCR staff and asked to provide evidence of the CPD activities, claimed for the relevant year.

The definition of passing or failing an audit and its relationship with non-compliance can be found in Section 2.4 of the CPD Compliance Policy. This Policy is available on the RANZCR website at: <https://www.ranzcr.com/search/ranzcr-cpd-compliance-policy>

There are several documents to assist members should they be randomly selected for audit:

- A list of the Accepted Evidence Documents
- A checklist to assist in compiling evidence documents
- Instructions on how to upload documents to CPD Online (RANZCR Learning Portal)

The above documents can be downloaded from the Help section on the blue menu bar of CPD Online and will also be sent to members randomly selected for audit. Should any member wish to discuss this further or apply for an exemption and future re-audit due to unusual circumstances it is advised that they contact the CPD team at the College once they receive notice of having been selected for audit:

Email: cpd@ranzcr.edu.au

Telephone: +61 2 9268 9777

1.10 Pro Rata Guidelines for CPD Participants Taking Extended Leave

For the 2019-2021 Triennium, members who are taking extended leave from practice and are unable to participate in CPD activities may be eligible for pro rata CPD points. Members can request exemption in writing from CPD for special circumstances; such as maternity leave, parental leave or sick leave.

All requests for exemption from CPD for special circumstances should be emailed to cpd@ranzcr.edu.au and the following details included:

- The reason for requesting exemption (for example maternity leave, parental leave or sick leave).
- The start and if known, the finish date of the period for which an exemption is being requested.
- Any other information relevant to the decision-making process.

If an exemption is granted by the College, then an appropriate number of CPD points will be credited to the member's total for that year to enable that member to meet the requirements of the CPD program. Within any CPD triennium, the College has discretion to grant exemption for up to one year of extended leave.

Requests for exemptions for more than one year of leave will need to be approved by the Radiation Oncology Post Fellowship Education Committee. Members taking more than one year of extended leave should also refer to the RANZCR Radiation Oncology Recency of Practice Guidelines available on the RANZCR website at: <https://www.ranzcr.com/documents/1188-recency-of-practice-guidelines-radiation-oncology/file>.

Further information regarding recency of practice and returning to practice after extended leave is also available on the AHPRA website at: <http://www.medicalboard.gov.au/> and the

MCNZ website at: <https://www.mcnz.org.nz/>. For example, if leave is taken from January 2019 to December 2020, then at a minimum, the member must complete the equivalent of one year's continuing professional development (CPD) activities (50 points), relevant to your intended scope of practice.

The following criteria for pro-rata CPD points also apply to any exemption request:

- Exemption can be applied for in cases where a minimum of 3 months and up until one year of extended leave is taken.
- Pro rata CPD points are calculated at 5 points per month with a maximum of 50 pro rata CPD points in a calendar year.
- If the leave taken is over 2 calendar years then the points can be split over two years, for example, if leave is taken from November 2019-April 2020, then points can be split as follows: 10 points in 2019 and 20 points in 2020.
- CPD participants taking less than a year of leave are encouraged to do some CPD activities in order to meet the requirements. The minimum number of CPD points required in a calendar year is 50 points.

For more information on how CPD pro-rata points will be calculated, please refer to the CPD Frequently Asked Questions (FAQ's) document which can be downloaded from the Help section on the blue menu bar of CPD Online.

1.11 Providers of CPD Activities

CPD providers who are running an event which will be attended by members of the RANZCR are able to apply to the College for the allocation of CPD points. Please note that the allocation of CPD points does not constitute accreditation, recognition or endorsement by the RANZCR and therefore cannot be advertised as being accredited by the RANZCR.

For CPD Providers who would like to apply for the allocation of CPD points for an event (conference, meeting, course, workshop etc.) please contact the College CPD team on cpd@ranzcr.com and provide the following information:

- Full name of the event
- Date/s of the event (and those of any repeat events)
- The finalised program or schedule outlining the start, finish and break times as well as session details of the activity.

Participants will also need to be provided with evidence of attendance e.g. an attendance certificate, registration, program or receipt of payment to provide as evidence that they have participated in the event.

1.12 Retaining CPD Documents

The Medical Council of New Zealand and the Medical Board of Australia regularly audit medical practitioners and it is advised that each CPD participant retain documentation and evidence to demonstrate participation, for the duration of the triennium and an additional 2 years to cover the random audit of the triennium. This means that for the 2019-2021 triennium, CPD participants are asked to retain their documentation until the end of 2023. It is the responsibility of the CPD participant to keep a copy of their evidence.

1.13 Annual Submission of CPD Activities

CPD participants are required to submit their CPD activities on an annual basis using the RANZCR Learning Portal. The deadline for submission of CPD activities is 31 January of the following year for example, 2019 CPD activities must be submitted by 31 January 2020. CPD activities can be recorded on the RANZCR Learning Portal as they are completed however future events and activities cannot be recorded until after they have occurred.

2. CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

The CPD compliance requirements for the 2019-2021 Triennium are as follows:

Updated May 2020 to reflect changed requirements from the MBA and the MCNZ resulting from the impacts of COVID-19.

- (a) Participants must have a minimum of 130 CPD points in the 2019-2021 triennium.
- (b) Participants must have a minimum of 50 points for the 2019 CPD year only.
- (c) Participants must have CPD points from a minimum of 3 of the 7 RANZCR CPD categories over the triennium.
- (d) Participants must complete a minimum of one *Reviewing Performance* activity within the 2019-2021 triennium. (See *Future MBA Category* in the table in *Section 3 Continuing Professional Development Overview*)
- (e) Participants must complete a minimum of one *measuring outcomes* activity within the 2019-2021 triennium. (See *Future MBA Category* in the table in *Section 3 Continuing Professional Development Overview*)
- (f) No CPD points will be carried into the next triennium.

3. CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM OVERVIEW

An overview of the CPD categories and sub-categories, the allocated CPD points, annual capping on CPD points and the designated CanMEDS role.

The future MBA CPD categories are mapped to the College categories to assist members with preparing for the new requirements in 2022.

Category		Points	Annual Cap	CanMEDS Roles	Future MBA Category	
Category 1 – Professional and Clinical Governance						
1.1	Participation in RANZCR Governance	2 pts per hr	60	Manager	2.Reviewing Performance	
1.2	Participation in Other Clinical Governance Activities	2 pts per hr		Professional	2.Reviewing Performance	
1.3	Cultural Competence Activities	2 pts per hr		Health Advocate	1. Educational Activities	
1.4	Risk Management Activities	2 pts per hr		Health Advocate		
1.5 - Accreditation						
1.5A	Practice Accreditation Activities – Assessor	3 pts per hr		Manager	1. Educational Activities	
1.5B	Practice Accreditation Activities - Assessee	2 pts per hr		Manager	1. Educational Activities	
1.6 – Participation in International Governance Activities						
1.6A	International Governance	2 pts per hr		Manager	1. Educational Activities	
1.6B	International Development	2 pts per hr		Health Advocate	1. Educational Activities	
1.7	Professional Practice Management	2 pts per hr	Manager	1. Educational Activities		
Category 2 – Teaching, Training and Supervision						
2.1	Teaching	2 pts per hr	60	Scholar	1. Educational Activities	
2.2	Supervision and/or Assessment of Trainees	1 pt per hr		Scholar		
2.3	Supervision of Research Students	1 pt per hr		Scholar		
2.4	Supervision and/or Assessment of IMGs	1 pt per hr		Scholar		
2.5 – Examining						
2.5A	RANZCR Examiner	2 pts per hr		Scholar	1. Educational Activities	
2.5B	Undergraduate or Postgraduate Examiner	1 pt per hr		Scholar		
2.5C	Formal Exam Question Development	2 pts per hr		Scholar		
2.6	Director of Training/Training Network Director	2 pts per hr		Scholar		

Category		Points	Annual Cap	CanMEDS Roles	Future MBA Category	
Category 3 – Self Directed Learning						
3.1	Journal Reading	1 pt per hr	60	Professional	1. Educational Activities	
3.2 – Web-based Learning						
3.2A	Web-based Learning	1 pt per hr		Professional	1. Educational Activities	
3.2B	RANZCR e-learning Modules	1 pt per hr		Professional		
3.3	Reflective Diary	1 pt per hr		Professional	2. Reviewing Performance	
3.4	Formal Post Graduate Study	1 pt per hr		Scholar	1. Educational Activities	
3.5	Post RANZCR Fellowship Training	1 pt per hr	Professional			
Category 4 - Research						
4.1 – Research Investigator						
4.1A	Principal or Lead Investigator	30 pts per project	60	Scholar	1. Educational Activities	
4.1B	Co-investigator	15 pts per project		Scholar		
4.2 – Investigator of Research Grant Application						
4.2A	Principal Investigator of Research Grant Application	10 pts per application		Scholar	1. Educational Activities	
4.2B	Associate Investigator of Research Grant Application	5 pts per application		Scholar		
4.2C	Reviewer of Research Grant Application	2 pts per hr		Scholar		
4.3	Research Sabbatical	1 pt per hr	Scholar			
4.4	Clinical Trial Patient Recruitment	1 pt per patient	Scholar			
4.5	Clinical Trial Quality Assurance	1 pt per hour	Scholar			
Category 5 – Publications and Presentations						
5.1 – Publication in Journals and Electronic Media						
5.1A	First Author	15 pts per article	60	Scholar	1. Educational Activities	
5.1B	Second or Latter Author	5 pts per article		Scholar		
5.1C	Editorial/book review/invited expert article/non-peer reviewed articles	10 pts per publication		Scholar		
5.2 – Editorial Duties for Peer Reviewed Journal						
5.2A	Formal Peer Review of Manuscript	1 pt per hr		Scholar	1. Educational Activities	
5.2B	Member of Editorial Board	5 pts per Board		Scholar		
5.2C	Editor of Journal	10 pts per journal	Scholar			
5.3 – Books and Chapters						
5.3A	First Author of Book	45 pts per book	60	Scholar	1. Educational Activities	
5.3B	Second or Latter Author of Book	10 pts per book		Scholar		
5.3C	First Author of Chapter	15 pts per chapter		Scholar		
5.3D	Second or Latter Author of Chapter	5 pts per chapter		Scholar		
5.3E	Editor of Book	30 pts per book		Scholar	1. Educational Activities	
5.4 – Presentations at Conferences and Meetings						
5.4A	Keynote/Plenary Speaker	20 pts per presentation	60	Scholar	1. Educational Activities	
5.4B	Proffered Oral or Poster Presentation	10 pts per presentation/poster		Scholar		
5.4C	Invited Lecturer	15 pts per lecture		Scholar		
5.4D	Session Chair/Panel Member	1 pt per hr		Scholar		
5.4E	Small Group Practical Instructor	2 pts per hr		Scholar		
5.4F	Formal Presentations at In-house or Local Meetings	2 pts per hr		Scholar		

Category		Points	Annual Cap	CanMEDS Roles	Future MBA Category	
Category 6 – Conferences and Meetings						
6.1	Conference Attendance	1 pt per hr	60	Professional	1. Educational Activities	
6.2	In-house Educational or Clinical Meetings	1 pt per hr		Professional		
6.3	Medical Professional Courses	1 pt per hr		Professional		
6.4	Practical Skills Workshops	2 pts per hr		Professional		
6.5 – Convening of ASM						
6.5A	ASM Principal Scientific Convenor	40 pts per ASM		Manager	1. Educational Activities	
6.5B	ASM Co-convenor	20 pts per ASM		Manager		
6.5C	Member of ASM Organising Committee	10 pts per ASM		Manager		
6.5D	Reviewer of Abstract for ASM	1 pt per hr		Scholar	1. Educational Activities	
6.5E	Session Convenor for ASM	2 pts per hr		Manager	1. Educational Activities	
6.6 – Convening of Other Meetings						
6.6A	Principal Scientific Convenor of Meeting	30 pts per meeting		Manager	1. Educational Activities	
6.6B	Co-convenor of Meeting	10 pts per meeting		Manager		
6.6C	Member of Organising Committee of Meeting	10 pts per Committee		Manager		
6.6D	Reviewer of Abstract for Meeting	1 pt per hr	Scholar	1. Educational Activities		
6.6E	Session Convenor for Meeting	2 pts per hr	Manager	1. Educational Activities		
Category 7 – Maintenance of Professional Standards						
7.1 – Reviewing Performance Activities						
7.1A	Practice Profile and Professional Development Plan	5 pts	No annual cap	Professional	2. Reviewing Performance	
7.1B	Multi-source Feedback (MSF)	20 pts		Professional		
7.1C	Peer Review Meetings	1 pt per hour		Professional		
7.1D	Evaluation of Performance	2 pts per hr		Professional		
7.2 – Measuring Outcome Activities						
7.2A	Audit	30 pts per audit	Professional	3. Measuring Outcomes		
7.2B	Database Log Book	20 pts	Professional			
7.2C	Patient Satisfaction Survey	20 pts	Communicator			

4. CONTINUING PROFESSIONAL DEVELOPMENT CATEGORIES

4.1 Category 1 – Professional and Clinical Governance

Annual cap of 60 points on Category 1 – if more than 60 points is claimed in Category 1 in one calendar year it will automatically be capped at 60 points.

1.1	Participation in RANZCR Governance
Definition	Active participation in governance of RANZCR at federal, state or New Zealand branch level.
Examples	<ul style="list-style-type: none"> • Committees • Faculty of Radiation Oncology Council • RANZCR training site accreditation • Board of Directors • Working Groups
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR • Attendance record in meeting Minutes
CPD Points	2 points per hour

1.2	Participation in Other Clinical Governance Activities
Definition	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies).
Examples	<ul style="list-style-type: none"> • Ethics Committee • Hospital Board • Hospital Management Committee • Credentialing Committee • Governance of professional bodies • Special Interest Group Committee
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Attendance record in meeting Minutes • Written confirmation of attendance/involvement from organisation.
CPD Points	2 points per hour

1.3	Cultural Competence Activities
Definition	Attendance at cultural competence courses or participation in cultural competence activities.
Examples	<ul style="list-style-type: none"> • Treaty of Waitangi course (NZ) • RANZCR Intercultural learning modules (LMS)
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation from the organisers
CPD Points	2 points per hour

1.4	Risk Management Activities
Definition	Attendance at risk management courses and seminars and participation in risk minimisation activities (institution or practice based).
Examples	<ul style="list-style-type: none"> • Medical indemnity organisations • Risk Management seminar run by a Medical Defence Organisation • Hospital department risk minimisation team • Work Health and Safety (WHS) activities • ROSIS workshop
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation from the organisers
CPD Points	2 points per hour

1.5 – Practice Accreditation Activities

1.5A	Practice Accreditation Activities - Assessor
Definition	Acting as an assessor on behalf of an organisation enrolled in a recognised accreditation program.
Examples	<ul style="list-style-type: none"> • Hospital accreditation • AMC accreditation
Notes	RANZCR training site accreditation can be claimed under Category 1.1 – Participation in RANZCR Governance.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from organiser of accreditation program
CPD Points	3 points per hour

1.5B	Practice Accreditation Activities - Assessee
Definition	Acting as assessee on behalf of an organisation enrolled in a recognised accreditation program.
Examples	<ul style="list-style-type: none"> • Hospital accreditation • AMC accreditation
Evidence Required	<ul style="list-style-type: none"> • Notice of Assessment • Written confirmation from organiser of accreditation program
CPD Points	2 points per hour

1.6 – Participation in International Governance Activities

1.6A	International Governance
Definition	Active contribution of time to professional governance for an international society or organisation.
Examples	<ul style="list-style-type: none"> • IAEA • ESTRO • ASTRO
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from organisers • Certificate of appreciation • Correspondence regarding organisation of activities
CPD Points	2 points per hour

1.6B	International Development
Definition	Active contribution of time to activities assisting development of Radiation Oncology in a country other than Australia and New Zealand.
Examples	<ul style="list-style-type: none"> • Volunteering for an overseas organisation • Providing education to medical staff in a developing country
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from organisers • Certificate of thanks • Correspondence regarding organisation of activities
CPD Points	2 points per hour

1.7	Professional Practice Management
Definition	Active involvement in practice or department management.
Examples	<ul style="list-style-type: none"> • Staff appraisal meetings • Equipment compliance • Operational planning meetings • Workplace Health and Safety meetings • Staff training
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from Head of Department or Manager (or similar)
CPD Points	2 points per hour

4.2 Category 2 – Teaching, Training and Supervision

Annual cap of 60 points on Category 2 – if more than 60 points is claimed in Category 2 in one calendar year it will automatically be capped at 60 points.

2.1	Teaching
Definition	Delivery of lectures or tutorials to trainees as part of the training program of RANZCR or other vocational colleges, undergraduate or postgraduate students in medicine, nursing or allied health disciplines of a recognised tertiary institutional education program.
Evidence Required	<ul style="list-style-type: none"> • Teaching timetable • Written confirmation from organisation (confirming duration and frequency of teaching sessions)
CPD Points	2 points per hour

2.2	Supervision and/or Assessment of Trainees
Definition	Supervision and assessment of RANZCR trainees at the participant's institution.
Examples	<ul style="list-style-type: none"> • Supervision of trainees • Supervision of trainee research project • Assessment of trainees (e.g. mini CEX) • Mock exams
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities)
CPD Points	1 point per hour

2.3	Supervision of Research Students
Definition	Supervision of research students enrolled in an undergraduate or postgraduate degree or acting as a RANZCR research mentor.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the institution • Official documentation (e.g. enrolment notice) confirming role as supervisor of a research student.
CPD Points	1 point per hour

2.4	Supervision and/or Assessment of IMGs
Definition	Supervision and assessment of an International Medical Graduate who has need of further training or supervision identified by the AMC/RANZCR pathway, the Area of Need pathway or by the MCNZ.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the organisation
CPD Points	1 point per hour

2.5 - Examining

2.5A	RANZCR Examiner
Definition	College examiner or marker for RANZCR Part I or Part II exams.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
CPD Points	2 points per hour

2.5B	Undergraduate or Postgraduate Examiner
Definition	Examiner of undergraduate or postgraduate university students or students of other medical colleges.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the institution
CPD Points	1 point per hour

2.5C	Formal Exam Question Development
Definition	Formal submission of multiple choice questions (MCQs) and exam questions for RANZCR, University or other Specialist Medical College exams.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from organisation
CPD Points	2 points per hour

2.6	Director of Training/Training Network Director
Definition	<p>The Director of Training has overall responsibility for the structure and quality of training in a hospital or Department, in line with the College policies and the specific arrangements within their training network, and for providing trainees with information and feedback on their progress.</p> <p>The Training Network Director will be a Radiation Oncologist who is not a Supervisor of training and preferably not the Director of Department/Service Director. The role of the TND is to provide coordination and leadership to the network and a central point of contact to the College and health jurisdictions regarding training delivery matters in that network.</p>
Note	Only the hours spent working as a Director of Training or a Training Network Director can be claimed under this category, those hours spent teaching, supervising or assessing trainees should be claimed in the relevant categories.
Evidence Required	<ul style="list-style-type: none"> • Internal verification from RANZCR • Written confirmation from organisation
CPD Points	2 points per hour

4.3 Category 3 - Self Directed Learning

Annual cap of 60 points on Category 3 – if more than 60 points is claimed in Category 3 in one calendar year it will automatically be capped at 60 points.

3.1	Journal Reading
Definition	Reading of peer reviewed journals.
Examples	<ul style="list-style-type: none"> • JMIRO • Journal of Clinical Oncology • Radiotherapy and Oncology • CPD+ (MCQ 1 point per 5 questions) • International Journal of Radiation Oncology • Biology • Physics
Evidence Required	<ul style="list-style-type: none"> • List of journal articles read • Completed journal reading logbook (record of all journal articles read). Template can be downloaded from CPD online
CPD Points	1 point per hour

3.2 – Web-based Learning

3.2A	Web-based Learning
Definition	Undertaking web-based CPD activities including e-learning modules and podcasts provided by other organisations.
Examples	<p>Please note that these are examples only and are not endorsed by the RANZCR.</p> <ul style="list-style-type: none"> • RANZCR ASM recorded presentations (RANZCR webcast catalogue) • ESTRO e-learning • ASTRO online learning
Evidence Required	<ul style="list-style-type: none"> • Certificate of completion • List of the names and completion dates of web-based CPD activities
CPD Points	1 point per hour

3.2B	RANZCR e-learning Modules
Definition	Undertaking e-learning modules available on the Learning Management System (LMS) of the RANZCR Learning Portal.
Examples	<ul style="list-style-type: none"> • Communication Essentials modules • Management Essentials modules
Evidence Required	<ul style="list-style-type: none"> • Completion of an e-learning module in the LMS of the RANZCR Learning Portal will automatically be recorded in your CPD profile after completion and no evidence is required. A certificate can also be downloaded if required
CPD Points	1 point per hour

3.3 Reflective Diary	
Definition	Completion of a reflective diary either in hard copy or by using the Diary function of CPD Online (RANZCR Learning Portal) to address the following questions: <ul style="list-style-type: none"> • What is the incident, case or CPD activity and how has it been carried out? • What have I learned from the activity that may enhance my practice? • How can I integrate what I have learned into my practice? • How will/has this integration enhance/enhanced my practice? • Will/Have I make/made changes to my practice? • How will/have I assess/assessed the changes to my practice (peer review, audit)? • If the changes have been implemented, have they worked? If not, why not? • Have I identified future learning needs based on what I have learned from this learning activity?
Notes	Please note that all diary entries are private and the College is not able to view the Diary section of CPD online as only the individual member has access to this area.
Evidence Required	<ul style="list-style-type: none"> • Record of usage (exported from the CPD online system) • Written confirmation from a peer confirming the existence of a reflective diary
CPD Points	1 point per hour
3.4 Formal Post Graduate Study	
Definition	Study as part of a recognised University or Medical College or Professional Society administered course leading to a formal qualification (Degree, Diploma).
Examples	<ul style="list-style-type: none"> • PhD • Masters of Public Health Administration • Masters of Epidemiology • Masters of Clinical Trials Research
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from institution
CPD Points	1 point per hour
3.5 Post RANZCR Fellowship Training	
Definition	Training undertaken by a participant after attaining RANZCR Fellowship in order to broaden knowledge and skills in a particular area of clinical practice.
Examples	<ul style="list-style-type: none"> • Brachytherapy Fellowship • SBRT Fellowship
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from organisation • Certificate of completion
CPD Points	1 point per hour

4.4 Category 4 – Research

Annual cap of 60 points on Category 4 – if more than 60 points is claimed in Category 4 in one calendar year it will automatically be capped at 60 points.

4.1A	Principal or Lead Investigator
Definition	Principal or lead investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
Evidence Required	<ul style="list-style-type: none"> Written confirmation from research organisation, granting body or ethics committee.
CPD Points	30 points per project

4.1B	Co- Investigator
Definition	Co-investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
Evidence Required	<ul style="list-style-type: none"> Written confirmation from research organisation, granting body or ethics committee.
CPD Points	15 points per project

4.2 – Investigator of Research Grant Application

4.2A	Principal Investigator of Research Grant Application
Definition	Principal investigator of a research grant application.
Evidence Required	<ul style="list-style-type: none"> Written confirmation from research organisation or granting body
CPD Points	10 points per application

4.2B	Associate Investigator of Research Grant Application
Definition	Associate investigator of a research grant application.
Evidence Required	<ul style="list-style-type: none"> Written confirmation from research organisation or granting body
CPD Points	5 points per application

4.2C	Reviewer of Research Grant Application
Definition	Reviewer of a research grant application.
Examples	<ul style="list-style-type: none"> RANZCR Research Grant reviewer Cancer Australia National Health and Medical Research Council (NHMRC) Cancer Councils
Evidence Required	<ul style="list-style-type: none"> Written confirmation from the organisation or institution
CPD Points	2 points per hour

4.3	Research Sabbatical
Definition	Extended leave of absence from normal duties approved by departmental or practice Head and taken by a participant to undertake research focused learning activities with defined educational goal and study plan that does not lead to a formal academic or professional qualification.
Evidence Required	<ul style="list-style-type: none"> Written confirmation from organisation Certificate of completion Sabbatical report
CPD Points	1 point per hour

4.4	Clinical Trial Patient Recruitment
Definition	Recruitment of patients to research organisation or institution approved clinical trials.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from central study coordinator, site data manager or research organisation
CPD Points	1 point per patient

4.5	Clinical Trial Quality Assurance
Definition	Quality assurance activities for research organisation or institution approved research projects.
Examples	<ul style="list-style-type: none"> • Radiotherapy technical review • Data audit
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the clinical trial centre or research organisation
CPD Points	1 point per hour

4.5 Category 5 - Publications and Presentations

Annual cap of 60 points on Category 5 – if more than 60 points is claimed in Category 5 in one calendar year it will automatically be capped at 60 points.

5.1 – Publication in Journals and Electronic Media

5.1A	First Author
Definition	First author of an article. To be claimed either for the year the article was accepted for publication or the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article
CPD Points	15 points per article

5.1B	Second or Latter Author
Definition	Second or later author of an article. To be claimed either for the year the article was accepted for publication or the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article
CPD Points	5 points per article

5.1C	Editorial/book review/invited expert article
Definition	Author of an editorial, book review or invited expert article. To be claimed either for the year the article was accepted for publication or the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Copy of publication • Written confirmation from publisher of acceptance of article
CPD Points	10 points per publication

5.2 – Editorial Duties for Peer Reviewed Journal

5.2A	Formal Peer Review of Manuscript
Definition	Formal review of manuscript of scientific or educational content submitted for publication in peer reviewed journal.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from publisher or editor of journal
CPD Points	1 point per hour

5.2B	Member of Editorial Board
Definition	Member of the editorial board of a peer reviewed journal of scientific or educational content.
Examples	<ul style="list-style-type: none"> • JMIR editorial board
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the publisher or editor of journal
CPD Points	5 points per board

5.2C	Editor of Journal
Definition	Editor or Deputy editor of a peer reviewed journal of scientific or educational content.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the publisher
CPD Points	10 points per journal

5.3 – Books and Chapters

5.3A	First Author of Book
Definition	First author of book. To be claimed for the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Reprint • Written confirmation from publisher
CPD Points	45 points per book

5.3B	Second or Latter Author of Book
Definition	Second or later author of book. To be claimed for the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Reprint • Written confirmation from publisher
CPD Points	10 points per book

5.3C	First Author of Chapter
Definition	First author of chapter. To be claimed for the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Reprint • Written confirmation from publisher
CPD Points	15 points per chapter

5.3D	Second or Latter Author of Chapter
Definition	Second or later author of chapter. To be claimed for the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Reprint • Written confirmation from publisher
CPD Points	5 points per chapter

5.3E	Editor of Book
Definition	Editor of book. To be claimed for the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Reprint • Written confirmation from publisher
CPD Points	30 points per book

5.4 – Presentations at Conferences and Meetings

5.4A	Keynote/Plenary Speaker
Definition	Plenary or keynote presentation at an international, national or state level meeting or conference.
Evidence Required	<ul style="list-style-type: none"> • Program • Published abstract • Written confirmation from meeting or conference organisers
CPD Points	20 points per presentation

5.4B	Proffered Oral or Poster Presentation
Definition	Proffered oral or poster presentation at an international, national or state level meeting or conference.
Evidence Required	<ul style="list-style-type: none"> • Program • Published abstract • Written confirmation from meeting or conference organisers
CPD Points	10 points per presentation

5.4C	Invited Lecturer
Definition	Invited lecturer at an international, national or state level meeting or conference. CPD points can be claimed for each lecture given at a meeting or conference.
Evidence Required	<ul style="list-style-type: none"> • Program • Published abstract • Written confirmation from meeting or conference organisers
CPD Points	15 points per lecture
5.4D	Session Chair/Panel Member
Definition	Participation as a session chair or panel member at an international, national or state level meeting or conference.
Evidence Required	<ul style="list-style-type: none"> • Program • Published abstract • Written confirmation from meeting or conference organisers
CPD Points	1 point per hour
5.4E	Small Group Practical Instructor
Definition	Instructor of a small group of participants in a particular skill at a meeting or course.
Examples	<ul style="list-style-type: none"> • Contouring course • Brachytherapy course
Evidence Required	<ul style="list-style-type: none"> • Program • Written confirmation from meeting or conference organisers
CPD Points	2 points per hour
5.4F	Formal Presentations at In-house or Local Meetings
Definition	Presentations at department, hospital and community group meetings.
Examples	<ul style="list-style-type: none"> • Presentation to GPs • Targeting Cancer Education Night • Presentation to a patient support group • Presentation at a Radiotherapy Club meeting
Evidence Required	<ul style="list-style-type: none"> • Program identifying speakers • Invitation to the meeting identifying speakers • Written confirmation from organisers
CPD Points	2 points per hour

4.6 Category 6 - Attendance at Conferences and Meetings

Annual cap of 60 points on Category 6 – if more than 60 points is claimed in Category 6 in one calendar year it will automatically be capped at 60 points.

6.1 Conference Attendance	
Definition	Attendance at meetings, conferences and courses that are relevant to your clinical and academic practice and may also include general or specialty medical knowledge relevant to practice as a Radiation Oncologist.
Examples	Including but not limited to: <ul style="list-style-type: none"> • RANZCR ASM • NSW Radiotherapy Club • FROGG workshop • ESTRO • ASTRO
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation of attendance from meeting organisers
CPD Points	1 point per hour

6.2 In-house Educational or Clinical Meetings	
Definition	Attendance at organisation or practice convened educational or clinical meetings.
Examples	<ul style="list-style-type: none"> • Multidisciplinary meetings • Radiation Oncology meetings • Journal Clubs • Interesting case meetings • Grand Rounds
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation of attendance from meeting organisers
CPD Points	1 point per hour

6.3 Medical Professional Courses	
Definition	Attendance at professional development courses.
Examples	<ul style="list-style-type: none"> • Communication courses • Management courses • Teaching Skills courses • Conflict Resolution courses
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation of attendance from meeting organisers
CPD Points	1 point per hour

6.4 Practical Skills Workshops	
Definition	Small group interactive workshop designed to impart a particular manual or interpretative skill via hands-on training. Participants actively practice the skill during at least some of the workshop time with one-on-one supervision and instruction.
Examples	<ul style="list-style-type: none"> • Resuscitation, Advanced Life Support and CPR courses • Contouring workshop
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation of attendance from meeting organisers
CPD Points	2 points per hour

6.5 – Convening of RANZCR ASM

6.5A ASM Principal Scientific Convenor	
Definition	Principal Scientific Convenor for the RANZCR ASM. Points can only be claimed for the year of the ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
CPD Points	40 points per ASM

6.5B	ASM Co-convenor
Definition	Co-Convenor for the RANZCR ASM. Points can only be claimed for the year of the ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
CPD Points	20 points per ASM

6.5C	Member of ASM Organising Committee
Definition	Member of the Organising Committee for the RANZCR ASM. Points can only be claimed for the year of the ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
CPD Points	10 points per ASM

6.5D	Reviewer of Abstract for ASM
Definition	Reviewer of abstracts for the RANZCR ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
CPD Points	1 point per hour

6.5E	Session Convenor for ASM
Definition	Session convenor for the RANZCR ASM. Points can only be claimed for the year of the ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
CPD Points	2 points per hour

6.6 – Convening of Other Meetings

6.6A	Principal Scientific Convenor of Meeting
Definition	Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body. Points can only be claimed for the year of the meeting.
Evidence Required	<ul style="list-style-type: none"> • Program confirming role as Convenor • Written confirmation from the meeting organisers
CPD Points	30 points per meeting

6.6B	Co-Convenor of Meeting
Definition	Convenor of scientific or educational conference organised by professional medical organisation, healthcare institution, research group or educational body. Points can only be claimed for the year of the meeting.
Evidence Required	<ul style="list-style-type: none"> • Program confirming role as Co-convenor • Written confirmation from the meeting organisers
CPD Points	10 points per meeting

6.6C	Member of Meeting Organising Committee
Definition	Member of the Organising Committee for meetings and conferences. Points can only be claimed for the year of the meeting.
Evidence Required	<ul style="list-style-type: none"> • Program confirming role on Organising Committee • Written confirmation from the meeting organisers
CPD Points	10 points per Committee

6.6D	Reviewer of Abstract for Meeting
Definition	Reviewer of abstracts for meetings and conferences.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from the meeting organisers
CPD Points	1 point per hour

6.6E	Session Convenor for Meeting
Definition	Convenor of a session at a scientific or educational conference, organised by a professional medical organisation, healthcare institution, research group or educational body. Points can only be claimed for the year of the meeting.
Evidence Required	<ul style="list-style-type: none"> • Program confirming role as Session Convenor • Written confirmation from the meeting organisers
CPD Points	2 points per hour

4.7 Category 7 – Maintenance of Professional Standards

No annual cap of CPD points on Category 7.

7.1 – Reviewing Performance Activities

7.1A	Practice Profile and Professional Development Plan
Definition	The practice profile enables members to complete a profile with information on the type and area of practice they are engaged in. This information provides an opportunity for members to reflect on their practice and complete the Professional Development Plan to determine their learning needs and goals for the 2019-2021 triennium. Based on their learning needs and goals members will be able to plan the CPD activities that they will be completing during the triennium.
Notes	In order to claim this category please complete the Practice Profile and Professional Development template and upload as evidence in CPD online the RANZCR Learning Portal
Evidence Required	<ul style="list-style-type: none"> Practice Profile and Professional Development Plan template PDP prepared for institutional annual appraisal
CPD Points	5 points

7.1B	Multi-source Feedback (MSF)
Definition	Multi-Source Feedback (MSF) is an assessment of behaviour, interactions and skills by a number and variety of observers who have direct interaction with the doctor in the workplace. Assessors rate the doctor in a number of domains including team work, professionalism, empathy with patients and communication skills.
Notes	<ul style="list-style-type: none"> Only the assessee can claim CPD points in this category, MSF feedback providers can claim CPD points under Category 1.7. Members do not have to use the RANZCR MSF tool and can use other MSF/360° Review tools already in use in their practice or department. Members are asked not to submit sensitive or confidential information from completion of an MSF as evidence of this activity as this information is only for the member and the feedback provider. The RANZCR MSF tool can be accessed on the RANZCR Learning Portal.
Evidence Required	<ul style="list-style-type: none"> Declaration confirming completion of activity (including name of member and feedback provider and time period completed in)
CPD Points	20 points (assessee only)

7.1C	Peer Review Meetings
Definition	Attendance at organization or practice convened peer review meetings and activities.
Examples	<ul style="list-style-type: none"> Case Review Meetings Weekly Plan Review Meetings Chart Rounds Peer Review Audit Tool
Notes	<ul style="list-style-type: none"> The Peer Review Audit Tool can be accessed on the RANZCR Learning Portal. Please complete a scoring sheet for each of your cases being reviewed and retain the completed sheet as evidence.
Evidence Required	<ul style="list-style-type: none"> A certificate of attendance from the department head indicating the number of cases Peer Review Audit Tool Scoring Sheet for every case reviewed
CPD Points	1 point per hour

7.1D	Evaluation of Performance
Definition	Active participation in a review of performance of a Radiation Oncologist for a regulatory body or as part of an interview.
Examples	<ul style="list-style-type: none"> • RANZCR International Medical Graduate assessment (Area of Need Assessor or Specialist Recognition) • Regular Practice Review • AHPRA • MCNZ • MSF Feedback Provider (not MSF assessor)
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from Medical Council/Medical Board or organisation • Written confirmation of role as MSF Feedback Provider from organisation
CPD Points	2 points per hour

7.2 – Measuring Outcome Activities

7.2A	Audit
Definition	The purpose of a clinical audit is to evaluate the performance of a participant in a particular aspect of clinical practice in comparison to a reference standard.
Notes	<ul style="list-style-type: none"> • Members do not have to use the RANZCR Clinical Audit template and can use other audit tools already in use in their practice or department. • Members are asked not to submit sensitive or confidential information from completion of an audit as evidence of this activity. • The RANZCR Clinical Audit template can be accessed on the RANZCR Learning Portal.
Evidence Required	<ul style="list-style-type: none"> • Declaration confirming completion of activity (including the audit topic, the number of cases and the time period completed in)
CPD Points	30 points per audit

7.2B	Database Log Book
Definition	The database log book consists of a log or a list of all patients treated by a clinician over a calendar year. This log provides an indication of the types of cases being treated and should be used to identify any significant variances in practice from what is expected. While these variances may not necessarily indicate inappropriate practice they may indicate the need for further investigation. This activity also provides members with an opportunity to reflect on their cases for the calendar year and be used as the basis for a clinical audit.
Notes	<ul style="list-style-type: none"> • The Database Log Book template can be accessed on the RANZCR Learning Portal • Please complete the Database Log Book template and upload as evidence in CPD online (RANZCR Learning Portal). • Alternatively, a list of de-identified cases can be uploaded as evidence instead of the template provided the required data includes the information outlined in the template.
Evidence Required	<ul style="list-style-type: none"> • Database Log Book template (de-identified cases) • Spreadsheet of de-identified cases
CPD Points	20 points

7.2C	Patient Satisfaction Survey
Definition	A patient satisfaction survey is a way of improving the quality of patient care, measuring the effectiveness of health care delivery and identifying and resolving potential problems.
Notes	Members can conduct a patient satisfaction survey using a tool from their institution or the RANZCR tool.
Evidence Required	<ul style="list-style-type: none"> • Declaration confirming completion of the survey signed by both the member and the peer the patient feedback was discussed with
CPD Points	20 points

5. APPENDICES

Appendix A - Acronyms

ACHS	Australian Council on Healthcare Standards
AHPRA	Australian Health Practitioners Regulation Agency
AMA	Australian Medical Association
AMC	Australian Medical Council
ASM	Annual Scientific Meeting
ASTRO	American Society of Radiation Oncology
CanMEDS	Canadian Medical Education Directives for Specialists
CME	Continuing Medical Education
COSA	Clinical Oncological Society of Australia
CPD	Continuing Professional Development
DoT	Director of Training
ESTRO	European Society for Radiotherapy and Oncology
FRANZCR	Fellowship of the Royal Australian and New Zealand College of Radiologists
FRO	Faculty of Radiation Oncology
FROGG	Faculty of Radiation Oncology Genito-Urinary Group
FT	Full Time
FTE	Full Time Equivalent
GP	General Practitioner
GI	Gastrointestinal
GU	Genito-Urinary
IAEA	International Atomic Energy Agency
IANZ	International Accreditation New Zealand
IGRT	Image-guided Radiation Therapy
IMRT	Intensity-modulated Radiation Therapy
LMS	Learning Management System
LP	Learning Portal
JMIRO	Journal of Medical Imaging and Radiation Oncology
MBA	Medical Board of Australia
MCNZ	Medical Council of New Zealand
MCQ	Multiple Choice Questions
MD	Doctor of Medicine
MRI	Magnetic Resonance Imaging
NATA	National Association of Testing Authorities
NICS	National Institute of Clinical Studies
NHMRC	National Health and Medical Research Council
NZ	New Zealand
PhD	Doctor of Philosophy
PT	Part Time
QI	Quality Improvement
RACMA	Royal Australasian College of Medical Administrators
RACGP	Royal Australian College of General Practitioners
RACP	Royal Australasian College of Physicians
RANZCR	Royal Australian and New Zealand College of Radiologists
RCR	Royal College of Radiologists
RHCE	Rural Health Continuing Education
ROSI	Radiation Oncology Safety Information System
SBRT	Stereotactic Body Radiation Therapy
SSRS	Support Scheme for Rural Specialists
TND	Training Network Director
TROG	Trans-Tasman Radiation Oncology Group